

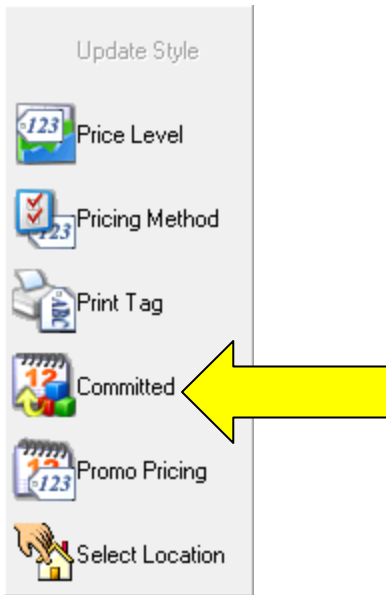


Using Committed September, 2014 Retail Pro v9

Ever wonder what a particular item or style was committed to on a document and when you might be getting more of a particular item. There is a function in Retail Pro called Committed. All documents that affect an item's committed information (i.e., any sales orders, transfer orders, or purchase orders, and the on-hand quantities) are listed on the Committed.

Accessing committed is done from the Merchandise > Inventory> Options . Select an item whose committed information you would like to view and click committed from the menu. If the Committed button is not listed it will need to be added to the screen layout . Alternately pressing the keyboard F9 on a highlighted item will also bring up the Committed window.





In the committed window there are several function to view the committed of an item. The top 2 windows of the committed screen are the documents committed for committed and incoming.

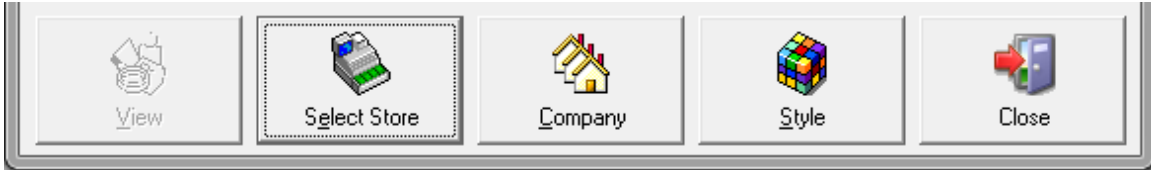
Committed - Store001[Item View] X

Location 001:

COMMITTED					
Source	Qty	Plan Avail	O/H Avail	When	
SO # 00010000000002	1	1	0	8/10/2014	
SO # 00010000000001	1	0	-1		
Total Committed:					
	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="-1"/>		

INCOMING					
Document	Qty	Plan Avail	O/H Avail	When	
PO # 1	1	2	2	8/10/2014	
Total Incoming:					
	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="8/10/2014"/>	

At the bottom of the screen are buttons to view the different committed options that are available for the selected item.



View - will allow you to view the committed document on the TO, PO or SO (except Registry SO's they are not listed)

Select Store - Will allow to view other stores committed individually

Company - Will allow you to view the entire company committed for the selected item

Style - Will allow you to view the entire style and its committed.

Other information that is provided on the committed screen are Next Available, Lead Time and O/H other locations.

If at any time the committed qty for a particular item comes into question, the Committed QTY can be recalculated using the TechTool Kit, if you think this is needed please reach out to a BHD tech to go over this procedure and to ensure that your backups are complete before attempting.

To run the Recalculate Committed QTY

Tech Tool Kit > Data Maintenance > Inventory > Check off Recalculate Committed Qty > Press the Start Button

